Table of Contents

Table of Contents, Continued

Overview

Introduction
The CIPPS Leave Accounting system (hereafter referred to as CIPPS-Leave) provides a standard system for processing and recording employee leave activity in accordance with state leave policy. CIPPS-Leave features include:

- Recording of leave balances through automatic period accruals/yearly allocations, automatic deletion of balances in excess of maximum carryover limits, and user data entry of leave earnings, usage, or maintenance transactions.
- System edits support automatic leave chaining (i.e., automatically records leave used under another leave type when balances are not sufficient), automatic conversion of employee to LWOP status (non-accrual) if leave taken exceeds available leave balance (following chaining) or if LWOP activity is entered. System edits also prevent recordation of overtime and compensatory leave for ineligible or exempt employees.
- Leave balances are available through online inquiry, system reports and printing on employee earnings notices. History is available through system reports. Transaction logging (including system-generated and user-input transactions) provides a complete audit-trail.
- Automatic calculation of fiscal year-end leave liability.
- **Payline**, a web-based system, provides employees and authorized agency personnel with online access of their earnings, benefits, and leave information, including leave history. For more information on Payline, please see the administrative manual using the internet at http://www.doa.virginia.gov/procedures/Payroll/Payline/payline.htm .

CIPPS-Leave Navigation and Online HELP
CIPPS-Leave system navigation methods correspond to CIPPS payroll. Refer to CAPP Topic No. 50110, *CIPPS Navigation*, for details. Summary guidance on Command and Subcommand line navigation procedures are provided in each CIPPS-Leave CAPP topic and section.

Online HELP is available for all leave fields by placing your cursor on the field in question and pressing the PF2 or F2 key to display information. Press the PF3 or F3 key to return to the original screen.

Overview, Continued

Leave Policy Administration

The Department of Human Resource Management (DHRM) establishes state leave policy in sections 3.10 through 4.60 of DHRM Human Resource policy located on the DHRM website. It is recommended that CIPPS-Leave users review these policies to obtain a basic understanding of state leave policy prior to using CIPPS-Leave.

CIPPS-Leave Administration

State Payroll Operations in the Department of Accounts runs CIPPS-Leave and conducts semi-annual training programs providing instructional guidance on the use of the system. CIPPS-Leave consists of the following data entry and inquiry screens, grouped according to their purpose:

Screen Purpose	Screen ID	Screen Name	Description
Employee Profile	HPIUS	Employee Leave Status	Status flags, accrual status, SDP employment date, adjusted employment date, percent of employment.
Batch Entry	HMSUM	Leave Maintenance Detail	Data entry of leave maintenance transactions.
	HMSUC	Leave Accounting Batch Totals	Online control balancing.
	HMSUA	Leave Activity Detail	Data entry of leave activity transactions.
	HMSUS	Leave Accounting Batch Summary	Inquiry of batch status, summary of all batches entered. Display screen only.
	HMSUD	Leave Accounting Batch Deletion	Batch deletions - no subcommand required.
Balance Inquiry	HPHUN	Leave Balances	Inquiry/display of decremented leave types.
	HPFUN	Employee Compensatory Leave Balances	Inquiry/display of compensatory leave earned by period.
	HPIUN	Leave Balances	Inquiry/display of accumulation leave types.
	HPEUN	Employee Recognition Leave Balances	Inquiry/display of recognition leave earned by period.
	HPDUN	Employee Bonus Leave Balances	Inquiry/display of bonus leave earned by period.
History Request	HQFU1	Agency Leave History Requests	History request by employee, frequency or entire agency.

Accrual, Allocation, Carryover, and Payout Policies

Annual and Non-VSDP Sick Leave

CIPPS-Leave automatically performs pay period accruals for annual leave and non-VSDP sick leave. The accrual rates and carryover limits in the table below are applied automatically by CIPPS-Leave based on the employee's Adjusted Employment Date on HPIUS. Maximum leave payouts for terminated employees are also provided.

Years of Service	Annual Leave			Non-VSDP Sick Leave		
	Accrual Rate	Carryover Limit	Maximum Payout	Accrual Rate	Carryover Limit	Maximum Payout
0-5	4	192	192	5	No limit	For employees with 5 consecutive years of service, 25% of balance up to $5,000.
5-10	5	240	240			
10-15	6	288				
15-20	7	336	288			
20-25	8	384				
25+	9	432	336			

Note: The table above applies to full-time employees. Part-time classified employees who work more than 20 hours a week accrue annual and sick leave in proportion to the percentage of hours worked as specified on HPIUS. Since the HPIUS Percent Employment is set in 100ths and leave is accounted for in 10ths, periodic maintenance may be required to adjust these balances.

VSDP Sick and Family and Personal Leave

CIPPS-Leave performs yearly allocations establishing sick leave and family and personal leave balances for full-time VSDP participants on January 10 of each year as follows:

Years of Service	VSDP Sick Leave			VSDP Family and Personal Leave		
	Allocation Amount	Carryover Limit	Maximum Payout	Allocation Amount	Carryover Limit	Maximum Payout
0-5	64	N/A	N/A	32	N/A	N/A
5-10	72					
10+	80			40		

Continued on next page

Accrual, Allocation, Carryover, and Payout Policies, Continued

CIPPS-Leave performs yearly allocations establishing sick leave and family and personal leave balances for part-time classified VSDP participants who work more than 20 hours per week as follows:

Years of Service	VSDP Sick	VSDP Family and Personal
0-5	32	32
5+	40	40

New Hire Allocations

CIPPS-Leave does not automatically perform VSDP Sick Leave and Family and Personal Leave allocations for full or part-time employees hired and/or entered into CIPPS after January 10 of each year. VSDP leave allocations for these employees must be entered via maintenance transactions based on rates established by law:

Hire Date	Full-time		Part-time Classified	
	Sick	Family and Personal	Sick	Family and Personal
1/10-7/9	64	32	32	32
7/10-1/9	40	16	20	16

Activity and Maintenance Transactions

Activity and Maintenance Transactions Contrasted

Leave "activity" transactions are used to record leave usage and leave earned. Activity transactions are generated pursuant to a leave form signed by the employee and authorized by the employee's supervisor. The form must designate the number of hours and the "from" and "to" dates of the leave period. Activity transactions can also be system generated (i.e., accruals, chaining).

Leave "maintenance" transactions are used to:
- load balances for new or transferred employees
- adjust employee leave balances for corrective action.

Maintenance transactions are generated by agency staff who administer leave. Maintenance transactions do not chain (see section on leave chaining in this topic). If balances do not support the adjustment, the transaction will be rejected.

Activity and Maintenance Transactions, Continued

Transactions

The following table summarizes and distinguishes key characteristics of leave maintenance and activity transactions:

Transaction Type	Chaining	Maximum Hours Per Transaction	Report Prefixes	Data Entry Screen
Maintenance	No chaining	999.9	MNT M MNT+ MNT-	HMSUM
Activity	Chain	99.9	ACT A + ACT+	HMSUA

CIPPS-Leave Accounting Methodology

Introduction

Although unique rules govern each leave type authorized by DHRM leave policy, these rules are supported in CIPPS-Leave by one of the following leave accounting methodologies:

- Decremented
- Accumulated
- Accumulated with edits.

Decremented Leave Types

Decremented leave must be earned prior to use either through accrual (pay period), allocation (annually), or work (as work is performed). Such leave is maintained in an available leave balance by leave type. When the leave is used, the available balance is reduced (or decremented) by the number of hours the employee is out of work. System edits prevent leave hours from being recorded in excess of available balances by recording excess leave usage under another leave type in accordance with leave chaining rules, described later in this section.

CIPPS-Leave Accounting Methodology, Continued

The following table summarizes the leave type codes supported by decremented leave accounting, the primary source of transactions and their purpose. Keep in mind, maintenance transactions can be used to correct balances for all leave codes:

Type	Code	Transaction Source	Used to record…
Annual	AE	System generated	Period accrual
	AT	Activity	Usage
	NA	Maintenance	Balance load for new transfer-in employees.
	AL	System generated	Leave lost due to excess year-end leave balance expiration
Sick	SE		Period accrual for Non-VSDP only.
	SS		Annual allocation for VSDP only.
	NS	Maintenance	Balance load for new transfer-in employees. Use for both VSDP participants and non-participants.
	SL	System generated	Leave lost due to excess year-end leave balance expiration – for VSDP only.
Sick – Personal	SP	Activity	Usage for VSDP and non-VSDP.
Sick – Family	SF		Usage for Non-VSDP only.
Family and Personal VSDP Only	FS	System generated	Annual allocation
	FP	Activity	Usage
	NF	Maintenance	Balance load for new transfer-in employees.
	FL	System generated	Leave lost due to excess year-end leave balance expiration.
Disability Credit VSDP Only	ND	Maintenance	Balance load for new transfer-in employees.
	DC	Activity	Usage
Bonus	BE	Activity	Leave earned
	BT		Usage
	BL	System generated	Leave lost due to leave expiration.

Continued on next page

CIPPS-Leave Accounting Methodology, Continued

Leave Type	Code	Transaction Source	Used to Record
Recognition	RE	Activity	Leave earned*
	RT		Usage
	RL	System generated	Leave lost due to leave expiration.
Compensatory	CE	Activity	Leave earned*
	CL	System generated	Leave lost due to leave expiration.
	CT	Activity	Usage
Overtime	OE	Activity	Leave earned*
	OX		Usage
On-call	NE		Leave earned*
	NU		Usage
*Leave types are paid on transfer except when transferring between agencies under a control agency. In this case, use code as maintenance transaction for balance load.			

Accumulated Leave Types

Accumulated leave types cannot be earned. Therefore, available balances are not maintained and usage is not recorded by a reduction to an available balance. Rather, these hours are simply accumulated to track and monitor the number of hours the employee is out of work for the reason designated by the leave type. No system edits prevent the accumulation of leave hours. The following table summarizes the leave type codes supported by accumulated leave accounting, the primary source of transactions and their purpose. Keep in mind, maintenance transactions can be used to correct balances for all leave codes:

Leave Type	Code	Transaction Source	Used to Record
Educational	ET	Activity	Usage adds to year-to-date leave usage total. Accumulates during leave year and balances are set to zero at leave calendar year-end (1/9/XXXX).
Administrative/Civil	JT		
LWOP – records period used as well as hours.	XX	Use applicable code as maintenance transaction for balance load.	
Worker's Compensation	WT		
Short-term Disability	SD		
Other	OT		

CIPPS-Leave Accounting Methodology, Continued

Accumulated With Edits Leave Types

Accumulated With Edits leave types are a variation on the accumulated leave category. These leave types also do not maintain an available balance. However, system edits prevent the accumulation of excess hours beyond that allowed by policy. With the exception of military leave, excess hours are recorded under another leave type in accordance with chaining rules.

The following table summarizes the leave type codes supported by accumulated with edits leave accounting, the primary source of transactions and edit rules. Keep in mind, maintenance transactions can be used correct balances for all leave codes:

Leave Type	Code	Transaction Source	Used to Record	Leave accumulates up to…	
Community Service	CS	Activity	Usage adds to year-to-date leave usage total. Accumulates during leave year.	16 hours per leave year, then chains.	
Military	MT	Use applicable code as maintenance transaction for balance load.		120 hours per military leave year (10/1/XXX0-9/30/XXX1). No chaining – excess transactions are rejected.	
Pre-layoff	PL			80 hours, then chains.	Remember, the accumulators are set to zero at the close of each leave year.
Bone Marrow Organ Donation	MO			240 hours, then chains.	

Leave Chaining

Leave Chaining

CIPPS-Leave uses leave chaining to minimize rejected activity transactions by automatically recording leave activity (usage) transactions that exceed limits under another leave type. Keep in mind, maintenance transactions do not chain. Chaining rules apply to decremented leave types if the leave transaction exceeds the underlined available balance, and to accumulated with edits leave types if the leave transaction exceeds the accumulation limit (note exception for military leave).

Leave Chaining, Continued

Chaining Sequence

Under leave chaining, the portion of a leave transaction that can process without the available balance going below zero or without exceeding the accumulation limit will process. The remaining hours will be recorded by the system under another leave type in accordance with the chaining sequence described below. These system generated transactions can be identified by the transaction code "SYS" on reports (i.e., SYS AT, SYS SP, etc.).

This table displays the "first to last" order that CIPPS-Leave automatically chains excess leave hours entered via activity transactions on HMSUA to other leave types before changing the employee's leave accrual status (on HPIUS) to Leave-Without-Pay (LWOP):

Type of Leave	Chain 1	Chain 2	Chain 4	Chain 4	Chain 5	Chain 6	Chain 7
Family/Personal	Comp	Bonus	On-Call	Recog.	Annual	Overtime	
Sick	Comp	F & P	Bonus	On-Call	Recog.	Annual	Overtime
Annual	Comp	F & P	Bonus	On-Call	Recog.	Overtime	
Overtime	Comp	F & P	Bonus	On-Call	Recog.	Annual	
Compensatory	F & P	Bonus	On-Call	Recog.	Annual	Overtime	
On-Call	Comp	F & P	Bonus	Recog.	Annual	Overtime	
Recognition	Comp	F & P	Bonus	On-Call	Annual	Overtime	
Bonus	Comp	F & P	On-Call	Recog.	Annual	Overtime	
Pre-Layoff	Comp	F & P	Bonus	On-Call	Recog.	Annual	Overtime
Comm. Service							
Bone M./Org. Don.							

LWOP

Introduction

In accordance with DHRM policy, leave without pay (LWOP) can occur voluntarily (if approved prior to the event) or involuntarily (a result of leave chaining). In either case, the employee is ineligible to accrue annual leave and sick leave (for non-participants in VSDP). Employees on LWOP resume accrual eligibility following completion of an entire pay period without additional LWOP hours. It is important to notify the agency payroll officer when an employee goes on LWOP so that appropriate payroll dockings can be executed.

LWOP, Continued

Additionally, employee anniversary dates (i.e., Adjusted Employment Date on HPIUS, which controls when employees receive an additional hour of annual leave accrual) must be adjusted based on the number of days the employee is on LWOP. A chart is published in the DHRM policy and procedures manual, which states that when employees are on LWOP for 14 days, the anniversary date must be moved forward one pay period. If LWOP continues for 28 days, the date must be moved forward two pay periods, and so forth until LWOP reaches 730 days.

LWOP Impact on HPIUS

When activity transaction data entry results in chaining beyond available hours, the employee is placed in a LWOP status. When this occurs, the annual leave and sick leave (for non-VSDP participants) accrual indicators on HPIUS are changed to 'U,' turning off accruals for the current period. These indicators automatically reset to 'Y' at the beginning of the next period. For VSDP participants, the sick leave accrual indicator on HPIUS is not changed.

The Period Start Date remains at the beginning of the current period being processed. If transactions are to be entered for the next period, this date must be updated manually to the beginning of the next period. The transaction will reject online if this date is not updated. This date will automatically update and the employee will accrue if no transactions are entered in the next period.

For extended LWOP situations (i.e., the return date is unknown), the annual leave and sick leave (for non-VSDP participants) status indicators on HPIUS may be set to a value of 'N' to stop leave accruals. However, if LWOP transactions are to be recorded each period to track LWOP hours, the Period Start Date must be updated to the beginning of the current processing period to allow entry of the LWOP transaction.

Keep in mind, accrual indicators for annual and sick (for non-VSDP participants) are automatically changed to a value of 'U' and then reset to a value of 'Y' any time activity transactions result in LWOP or a LWOP (XX) activity transaction is entered. Therefore, to avoid erroneous accruals, enter LWOP transactions using HMSUM while an employee is on extended LWOP so the accrual indicators are not affected.

Agency Leave Administration

Agency Participation

Agencies must complete the General CIPPS Leave Information Form (L-5) in order to use CIPPS-Leave. The L-5 is available on the DOA Web Site at www.doa.virginia.gov under payroll forms. The L-5 provides DOA with agency contacts, report distribution perimeters, and approximate number of employees that will be on CIPPS-Leave. Submit a new L-5 any time there is a change in the agency leave contact or report distribution perimeters.

Security

Security for CIPPS-Leave is administered through the security procedures governing CIPPS-Payroll. See CAPP Topic 50210, *User Security*, for procedures on how to obtain a logon ID and password.

Agency Leave Administration

Agencies must establish procedures for processing leave transactions in CIPPS-Leave to include:

- Establish a standard leave reporting form.
- Standardize the leave form preparation timeframe and approval process.
- Identify the person responsible for data entry of agency leave reporting forms.
- Establish a leave data entry schedule.

Leave Reporting Form

Supplies of Leave Activity Reporting Forms (L-1) may be obtained from the central warehouse at the Department of General Services. Agencies may substitute or supplement this form with agency-developed timesheets and/or leave forms. The form is also available on the DOA web site: http://www.doa.virginia.gov.us/procedures/Payroll/forms/LeaveActivityReportingForm.PDF.

Leave Form Preparation and Approval Process

Agencies may require the submission and processing of a leave form for each occurrence of leave usage or earning (i.e., compensatory, overtime, on-call). Or, multiple occurrences of leave usage or earning during a semi-monthly pay period may be combined and reported on a single leave form, or forms if a single form runs out of space.

Agency Leave Administration, Continued

CIPPS-Leave Data Entry Schedule

To prevent incorrect reporting of leave balances on earnings notices and potential incorrect LWOP situations:

- Agencies must establish internal cut-off dates for leave processing to ensure leave data entry can be performed during the appropriate pay period. Data entry can be daily or periodic depending on the size of the agency and the expected transaction volume.

- All data entry for current and past pay periods should be completed no later than the leave processing deadline established in the DOA Payroll Operations calendar. This deadline is typically two days following the applicable semi-monthly payroll certification deadline.

- Leave transactions for the next semi-monthly pay period should not be entered until current period leave processing has been completed.

- All leave transactions entered by the end of the current pay period are reported on employee earnings notices the following payday. That is, earnings notice reporting is one pay period behind. Online displays are current as of the last time leave was entered and edited. Balances reflect only valid transactions. **Payline** shows current period leave balances.

- Split transactions covering leave periods that extend across pay periods. Separately enter the portion of the leave that applies to each pay period during the applicable data entry period.

- CIPPS-Leave accepts entry of leave transactions for prior pay periods (current and prior calendar year) and will identify such transactions on the reports by asterisks and warning messages.

- Excluding the exception noted in the following section, online edits reject transactions entered for leave dated for future semi-monthly pay periods.

Continued on next page

Agency Leave Administration, Continued

Exception Due to Leave Versus Pay Period Variation

Due to systems resource limitations, CIPPS-Leave has not yet been modified to conform leave periods with the revised semi-monthly pay periods implemented in 1997. The period variation is described in the following table using January and February as an example:

Semi-monthly Pay Period		CIPPS-Leave Period	
Date From	Date To	Date From	Date To
January 25th	February 9th	February 1st	February 15th
February 10th	February 24th	February 16th	February 28th

This period variation affects CIPPS-Leave transaction editing and reporting by not preventing certain leave transactions dated for future pay periods from processing if entered during the current pay period. Therefore, to ensure accurate reporting of leave balances on earnings notices and avoid potential incorrect LWOP situations, do not enter leave transactions dated after the close of the current pay period (i.e., 9th or 24th) until after the DOA leave processing deadline. Again, using January and February as an example:

If you enter transactions for leave dated from…	During this pay period…	The transactions will…	And will be incorrectly reported "as of" this date on…	
			Leave Reports	Earnings Notices
2/10 – 2/15	1/25-2/9	Not reject	2/15	2/9
2/25 – 2/28	2/10-2/24		2/28	2/24

Period Variation Affect on HPIUS Dates

Consider the affect of this period variation when establishing the HPIUS leave Period Start Date, Adjusted Emp Date, and SDP Employ Date as follows:

Hire Date		Period Start Date	Adjusted Emp Date	SDP Employ Date
Date From	Date To			
January 25th	January 25th	Enter February '01'		Enter January '01'
January 26th	January 31st	Enter February '16'		Enter January '01'
February 1st	February 9th	Enter February '16'		Enter February '01'
February 10th	February 24th			

Internal Control

Internal Control   Agencies must establish procedures to ensure accurate leave balances are available to employees each payday. This includes establishing appropriate processes governing leave form preparation, authorization, submission, data entry, and reconciliation.

Records Retention

Time Period   Maintain all applicable forms affecting employee leave for five years or until audited, whichever is later.

Contacts

DOA Contact   Manager, State Payroll Operations   Payroll Business Analyst/Trainer
Voice: (804) 225-2245   Voice: (804) 225-3120; (804) 225-3079
E-mail: Payroll @doa.virginia.gov   E-mail: Payroll @doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 50110, *CIPPS Navigation*
CAPP Topic No. 50210, *User Security*